

Purpose:

The purpose of this policy and procedure is to provide information in relation to Skills Training Australia cancelling a student's enrolment after the census day.

Policy Outline:

Skills Training Australia has processes in place should the need arise to cancel a student's enrolment in an approved course, or part of an approved course after the census day.

Procedure:

- There may be various reasons as to the need to cancel a student's enrolment after the census day. The following reasons may include but are not limited to:
 - Conduct deemed unsatisfactory
 - The student may have breached a Skills Training Australia policy and procedure
 - Lack of course progress in expected course duration/s
- Should there be a need to cancel the student's enrolment Skills Training Australia must inform the student in writing of the proposed cancellation and the reasons for the cancellation
- Skills Training Australia will provide the student with at least 28 days to initiate grievance procedures before the cancellation takes final effect
- The cancellation will take final effect only after the grievance procedures initiated by the student have been completed
 - If after activating the grievance and review process, the investigation is found to be in favour of the student, then Skills Training Australia will not cancel the enrolment of the student.
 - If after activating the grievance and review process, the investigation is found to be in favour of Skills Training Australia, then Skills Training Australia will
 - Cancel the enrolment of the student
 - No refund of upfront fees paid nor re-crediting of a fee-help balance is applicable for any census day/s that have already passed at the time of cancellation
- The outcome from the grievance procedure will be documented and the student advised accordingly.

Approval Authority:

This Policy and Procedure is approved by the Executive Management as indicated and the control copy is one that is maintained within the Quality Management System and as such all hard copies need to be verified.

Documents Referenced:

- VET Student Rules 2016
- Academic and Non-Academic Grievance Policy and Procedure